FI 18 09/2006 Division of Finance

Section 1



| Name:            |            |                    |  |  |  |  |  |  |  |  |  |
|------------------|------------|--------------------|--|--|--|--|--|--|--|--|--|
| Employee Number: |            |                    |  |  |  |  |  |  |  |  |  |
| Dept. Code:      | Unit:      | Distribution Code: |  |  |  |  |  |  |  |  |  |
| Effective Date:  | MM/DD/YYYY |                    |  |  |  |  |  |  |  |  |  |

## RETROACTIVE REGULAR PAY WORKSHEET

Calculation of Pay Due Employee:

| Regular Hours Worked and Not Paid:  |                           |      |      |       |      |      |          |         |       |  |  |
|---|---------------------------|------|------|-------|------|------|----------|---------|-------|--|--|
| X Normal Rate of Pay:   |                           |      |      |       |      |      |          |         |       |  |  |
| = Additional Straight Time Pay (Wage Type 1179):  |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
| I have reviewed the above calculation and agree that the amount of retroactive regular pay is correct and should be paid. |                           |      |      |       |      |      |          |         |       |  |  |
| E   | Employee Signature: Date: |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      | Date: |      |      |          |         |       |  |  |
| Note: Do not use this form for data entry if a Payroll Warrant Request, form FI 15, has been submitted for these hours    |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
| Section 2 Data Entry  Complete the data entry information below and enter into the Payroll Time and Attendance System.    |                           |      |      |       |      |      |          |         |       |  |  |
| Wage<br>Type  | AMOUNT                    | FUND | DEPT | UNIT  | APPR | ACTV | FUNCTION | PROGRAM | PHASE |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |
|   |                           |      |      |       |      |      |          |         |       |  |  |